

**DRAFT**

**REGULAR MEETING #630  
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS  
MINUTES**

**Tuesday, March 28, 2017  
REGULAR MEETING: 6:30 pm  
OPEN TO THE PUBLIC**

**Location: Palisades United Methodist Church  
27002 Camino de Estrella, Capistrano Beach, CA**

**1. CALL TO ORDER**

Board President Masto called the Meeting to order at 6:40 p.m.

**2. PLEDGE OF ALLEGIANCE**

Board President Masto led attendees in the Pledge of Allegiance.

**3. ROLL CALL**

Directors Present: Haack, Breeding, Masto & Muller  
Directors Absent: Clark  
Staff: District Manager Russell  
Agents: Authorized Agent Jim Parsons, Webb Community Management, Inc.  
Contractors Present: Securitas Branch Manager, Jorge Moreno & New Security Officer

Guest Speakers: Mr. Lou Galuppo, attorney for Galuppo & Blake Law Firm  
Ms. Sue Lopftin, attorney for Loftin Group LLP  
Sherman Stacey, Gaines & Stacey LLP  
David W. Skelly RCE. GeoSoils, Inc

**Closed Session Report of Action**

The Board advised members that the following issues were discussed in Executive Session prior to the Regular Session Meeting:

- Hire of a Part-Time Employee
- Shoreline Protection Legal Matters

**4. PUBLIC COMMENTS**

Members commented on the following issue:

- None

**5. APPROVAL OF MINUTES**

**a. Meeting #629 of February 28, 2017**

Board President Masto summarized the February 28, 2017, #629 Meeting Minutes.

**MOTION** – A motion was made by Director Haack and seconded by Director Breeding to approve the Minutes of Meeting #629. The motion was passed by a vote of 4-0 (Director Clark was absent).

**6. SECURITY**

**a. Monthly Securitas Report for February 2017**

Security update presented by Securitas Branch Manager, Jorge Moreno. The new Post Commander, Brandin Oberlies, was introduced and the Board was advised all employees

working onsite would be CPR Certified. In addition, masks would be included as part of the safety equipment available to all officers.

7. **SHORELINE PROTECTION COMMITTEE**

a. **Shoreline Protection Committee**

Jon Becker was in attendance to provide feedback on behalf of the Shoreline Protection Committee.

**PROGRESS REPORT:**

The District's Legal Team consisting of Mr. Lou Galuppo, attorney for Galuppo & Blake Law Firm, Ms. Sue Lopftin, attorney for Loftin Group LLP, Sherman Stacey, Gaines & Stacy LLP, and David W. Skelly RCE. GeoSoils, Inc. presented an update on the status of Phase 1 of the four phase process to obtain beach erosion protection for all members of the community.

- **The Shoreline Protection Efforts have Four Phase Process:** Gathering Information / Update Governing Documents / Processing Public Entity Approvals / Implement
- **Phase 1 Gathering Information Completed:** Phase 1 is completed and the Team is moving to Phase 2 of the process.
- **Member Update:** The Legal Team including Mr. Skelly RCE from GeoSoils, Inc provided presentations on the status and plans for moving forward with the four-phase process. The historical data on the High-Tide Line movement was discussed including the present status of the Capistrano beach tide-line continuing to erode. Members were also advised of requirements to obtain emergency permits to protect their property from high tide and wave attack. Members will continue to be updated on a monthly basis of the Shoreline Committee's progress.

8. **FINANCE**

a. **Report of Monthly Expenses through February 2017**

Board President Masto reviewed the Financials through February 2017 and replied that all looked in order. There was a request by the Board to have Management review the AD 99-1 Bond payoff schedule and see if the remaining bonds can be retired early. \*Note – the regularly scheduled close of the Assessment District is August/September of this year.

9. **OLD BUSINESS**

- a. **Undergrounding of Utilities –Options and Cost Estimates** A Representative from Utility Specialists Inc. was not present. The Board was concerned about the proposed locations of transformers next to homes. Mgr. Russell will walk the property to finalize all locations and present to the Board at the next meeting. Any errors and revisions will be submitted to the consultant for revising the final drawings. The Board also discussed going out for multiple bids on the project upon getting final specifications. Mr. Breeding requested to be involved in the process of selecting transformer locations.

10. **NEW BUSINESS**

a. **Entrance Planting / Landscaping**

The Board discussed the lack of landscaping at the entrance area and need to have the current landscaper step-up the level of service. Additional plants are needed and dead plants removed to get the entrance up to an acceptable standard. Mr. Russell to walk with the landscaper to review all landscape concerns. Mr. Masto to contact the Landscape Committee to see if it is still active.

11. **QUALITY OF LIFE DISCUSSION TOPICS**

None

12. **WEBB MANAGEMENT / CBRA ITEM**  
The March management report was carried over.

No CBRA Report this month.

13. **WRITTEN COMMUNICATIONS**  
None

14. **BOARD AND STAFF COMMENTS**  
None at this time.

**ADJOURNMENT**

Board President Masto officially adjourned the Meeting at 8:50 P.M.

**ATTEST:**

State of California            )  
County of Orange            )  
Capistrano Bay District    )

I, **Donal S. Russell**, Manager of the Capistrano Bay Community Services District, hereby certify that this is a *DRAFT* copy of the Minutes of Meeting #630, held on March 28, 2017.

Donal S. Russell  
DONAL S. RUSSELL, Manager  
Capistrano Bay Community Services District

April 10, 2017  
DATE